

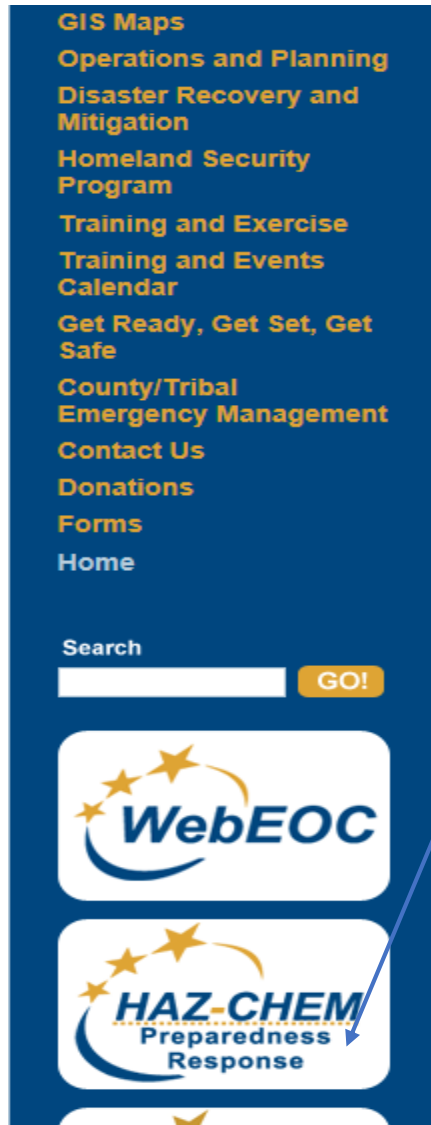


North Dakota Tier II Instructions

Use this set of instructions if you have
PREVIOUSLY filed a Tier II Report with the ND
Department of Emergency Services

Updated October 2017

Start with Internet Explorer and type in <http://www.nd.gov/des>, you should be taken to the following site. Scroll down the left side of the page under the NDDDES Logo and click on the Haz-Chem Preparedness Response Logo.



Welcome

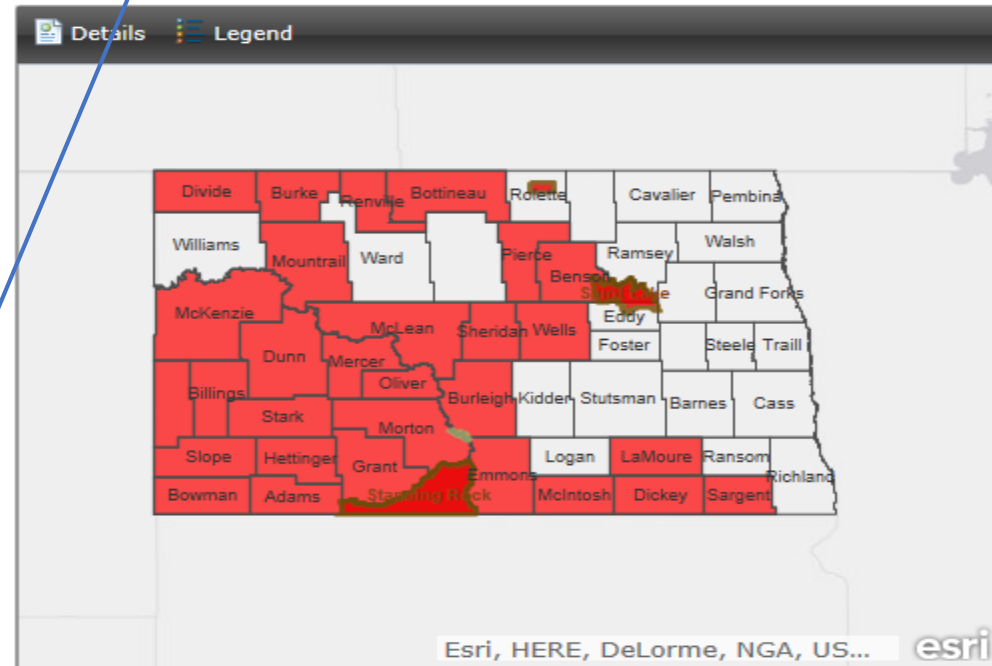
Local Burn Restrictions and Fire Declarations

The following map depicts counties and tribal nations where fire emergencies have been declared and burn bans/restrictions implemented.

Please refer to the interactive map below to view existing county and tribal (dark red) declarations.

By clicking on the county or tribal areas on the map below you can view additional information regarding burn bans/restrictions for a particular area.

This list may not be all inclusive. Please contact your county emergency manager for the most current information and for specific restrictions that may exist in your county.



After clicking on the Haz-Chem Preparedness Response Logo, you should then be taken to the following screen.



This page should come up on your screen. You will see the “Tier II Reporting Software” and also “ND Tier II Instructions”. Now click on the gold lettered “Tier II Reporting Software”.

GIS Maps

Operations and Planning

Operations

Planning

Haz-Chem

Preparedness and
Response

Report an Incident

State Emergency
Response
Commission

WebEOC

Fire Danger
Awareness

Disaster Recovery and
Mitigation

Homeland Security

Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

[Tier II Reporting Software](#)

ND Tier II Instructions



THESE ARE NEW INSTRUCTIONS

[Tier II Reporting Instructions](#)

If you have a North Dakota Log In ID and Password, type that in the appropriate block below.

[GIS Maps](#)
[Operations and Planning](#)
[Disaster Recovery and Mitigation](#)
[Homeland Security Program](#)
[Training and Exercise](#)
[Training and Events Calendar](#)
[Get Ready, Get Set, Get Safe](#)
[County/Tribal Emergency Management](#)
[Contact Us](#)
[Donations](#)
[Forms](#)
[Home](#)

Search [GO!](#)

ND Tier II Filing: Initial Starting Point

North Dakota *login* North Dakota Log In

Already Registered - [Not sure?](#)

North Dakota Login: [Forgot Login](#)

Password: [Forgot Password](#)

[Login](#) Password

[Update your account](#)

New to North Dakota Online Services?

[Register Now!](#)

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple [ND Online Services](#)
- Register once for secure access to State services

Need help? Read through the [FAQ](#).

For assistance with this North Dakota Login, contact the [Service Desk](#).

NOTE: This year we have two sets of instructions. One for those people who have never filed a Tier II report with the ND Department of Emergency Services (instructions listed here); and a second set of instructions for those people who previously filed a Tier II report with the ND Department of Emergency Services.

GIS Maps
Operations and Planning
Operations
Planning
Haz-Chem
Preparedness and
Response
Report an Incident
State Emergency
Response
Commission
WebEOC
Fire Danger
Awareness
Disaster Recovery and
Mitigation
Homeland Security

Haz-Chem Preparedness and Response

Tier II Reporting Software

use the following link to submit your Tier II filing for the past reporting year.

[Tier II Reporting Software](#)

ND Tier II Instructions

THESE ARE NEW INSTRUCTIONS FOR 2014.

[Tier II Reporting Instructions](#)

NOTE: We ask that you “Please” read the new instructions that we have developed for you. There are some changes to the procedures for filing your report and by taking a few minutes to read through the instructions, that should help you understand what has occurred. If after reviewing the instructions you still have questions, then please contact one of us.

After you have logged into the DES website, the following screen should appear. This screen shows all of the Tier II reports that you have filed previously. From here, you will now click on “Past Reports”.

ND Tier II Filing: Manage Companies and Facilities

[Add Company](#) [File New Report](#) [Non-Submitted Reports](#) [Past Reports](#) [FAQ](#)

* Please verify ALL company and facility information is current before you submit any reports.

Companies Attached to Your Profile	
City of Crosby	show details edit add facility
Facilities Under: <i>City of Crosby</i>	
Crosby Water Plant	edit reports
Gray Oil Company	show details edit add facility
Facilities Under: <i>Gray Oil Company</i>	
Gray Oil Company	edit reports
Mitchell's Chemical Supply (MCS)	show details edit add facility
Facilities Under: <i>Mitchell's Chemical Supply (MCS)</i>	
Mitchell's Chemical Supply - Bismarck	edit reports

You can also change your contact information by clicking on the “edit” tab.

NOTE: Be sure you have followed the guidelines listed in the instructions if you have never filed a Tier II report for entering your “legal” description and “physical address”. **VERY IMPORTANT**

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)[All Past Reports](#)

After clicking on "Past Report" you will see only the most current two years. If you click on "All Past Report" you will see all your other Tier II's that have been archived.

Submitted Reports					
Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
2017 Test Company - 2016 - 2016 - 2016	32355	2017	10/10/2017	Still Being Processed	view create copy
Delta Chemicals - South Bismarck	32240	2017	10/6/2017	Still Being Processed	view create copy
2018 Delta Chemicals	32237	2017	10/5/2017	Still Being Processed	view create copy
Martin Oil Company - Bulk Plant - 2016	30624	2016	2/16/2017	3/2/2017	view create copy
Fredonia Coop Oil Company -2016	29570	2016	1/31/2017	2/8/2017	view create copy
Gray Oil Company - 2016	29569	2016	1/31/2017	2/8/2017	view create copy
2017 Test Company - 2016 - 2016	29351	2016	1/25/2017	1/25/2017	view create copy
2017 Test Company - 2016	29257	2016	1/24/2017	1/24/2017	view create copy
2017 Test Company	28826	2016	1/18/2017	1/18/2017	view create copy
Fredonia Coop Oil Company - 2014 - 2015	26582	2015	2/2/2016	2/3/2016	view create copy
Martin Oil Company - Bulk Plant - 2015	26306	2015	1/25/2016	1/31/2016	view create copy
Gray Oil Company - 2014 - 2015	25787	2015	1/13/2016	1/20/2016	view create copy

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)[Recent Past Reports](#)

Submitted Reports					
Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
2017 Test Company - 2016 - 2016 - 2016	32355	2017	10/10/2017	Still Being Processed	view create copy
Delta Chemicals - South Bismarck	32240	2017	10/6/2017	Still Being Processed	view create copy
2018 Delta Chemicals	32237	2017	10/5/2017	Still Being Processed	view create copy
Martin Oil Company - Bulk Plant - 2016	30624	2016	2/16/2017	3/2/2017	view create copy
Fredonia Coop Oil Company -2016	29570	2016	1/31/2017	2/8/2017	view create copy
Gray Oil Company - 2016	29569	2016	1/31/2017	2/8/2017	view create copy
2017 Test Company	28826	2016	1/18/2017	1/18/2017	view create copy

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)

Submitted Reports						
Report Title	Report ID	Reporting Year	Date Submitted	Date Processed		
Crosby Water Plant	78	2009	1/15/2010	1/25/2010	view	create copy
Gray Oil Company	242	2009	1/20/2010	4/6/2010	view	create copy
LaVelle Company	397	2009	1/21/2010	2/4/2010	view	create copy
Fredonia Coop Oil Company - 2014	23197	2014	2/17/2015	2/22/2015	view	create copy
DeBoer's Chemical Supply	24945	2014	8/5/2015	Still Being Processed	view	create copy
Mitchell's Chemical Supply RY2015	25030	2015	9/30/2015	Still Being Processed	view	create copy

Find your facility from the previous reporting year and then click on “create copy”.

NEW: Starting with reporting year 2015 you will need to select one of three choices for your emergency contact. Refer to NOTE listed below. After you have selected one of the three choices, then click on “Submit”.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

<< Past Reports

FAQ

- ☐ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

Submit

NOTE: Starting with RY2015, you will be required to type in your “Emergency Contact” each year. The rationale for this is that we have discovered that personnel move around so much that the information from last year’s report may not be correct. So we ask that you insure each year that your “Emergency Contact” information is accurate and up-to-date. NDDES Haz-Chem staff will be making random phone calls to the phone numbers listed on your “Emergency Contact” information to insure that the information is current for the reporting year.

If you are using a new emergency contact you will click on the “Use one new emergency contact for all facilities on the new report”.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

- ☒ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

After you click on “Submit”, the following screen should appear.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

Update Emergency Contact Info

* Name:

* Title:

* Email:

* Phone:

* 24 Hour Phone:

After clicking on “Use one new emergency contact for all facilities on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

ND Tier II Filing: All Your Reports

[<< Tier II Home](#)[FAQ](#)

Submitted Reports

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
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NON-Submitted Reports

[edit or submit these reports](#)

Report Title	Report ID	Date Created	
Mitchell's Chemical Supply RY2015 - 2014	25141	12/9/2015	view delete

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

If you click on “Update each facility emergency contact individual for the new report”, the screen on the next slide should appear.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

<< Past Reports

FAQ

- ☐ Use one new emergency contact for all facilities on the new report
- ☒ Update each facility emergency contact individually for the new report
- ☐ Use original information, on the old report, for the new report

Submit

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[<< Past Reports](#)[FAQ](#)

Previous Emergency Contact Info	
Facility Name:	Mitchell's Chemical Supply - Bismarck
Name:	Michael Johnson
Title:	General Manager
Email:	rdeboer@nd.gov
Phone:	701-123-4567
24 Hour Phone:	701-234-5678
Update Emergency Contact Info	
* Name:	<input type="text"/>
* Title:	<input type="text"/>
* Email:	<input type="text"/>
* Phone:	<input type="text"/>
* 24 Hour Phone:	<input type="text"/>
<input type="submit" value="Submit"/>	

If the original emergency contact information on the old report is still current, then you would click on “Use original information, on the old report, for the new report”. And click “Submit”.

ND Tier II Filing: Non-Submitted Reports

<< Tier II Home

<< Past Reports

FAQ

- ☐ Use one new emergency contact for all facilities on the new report
- ☐ Update each facility emergency contact individually for the new report
- ☒ Use original information, on the old report, for the new report

Submit

After clicking on “Use original information, from the old report, on the new report”, the following screen should appear and then you want to scroll down to the bottom of the screen to where you will see “NON-Submitted Reports”.

ND Tier II Filing: All Your Reports

<< Tier II Home

FAQ

Submitted Reports

Report Title	Report ID	Reporting Year	Date Submitted	Date Processed	
--------------	-----------	----------------	----------------	----------------	--

NON-Submitted Reports

edit or submit these reports

Report Title	Report ID	Date Created	
Mitchell's Chemical Supply RY2015 - 2014	25141	12/9/2015	<div>view</div> <div>delete</div>

What you will want to do now is to click on the “gold box” which says “edit or submit these reports”.

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: 2017 Test Company - 2016 - 2016 - 2016

ID: 32355

Date: 10/10/2017

edit report information

add/remove facilities on report

To edit company or facility information please click on the "Tier II Home" button above.

Facility: 2017 Test Company

remove facility

change facility

add chemical

add facility map

Map(s)

FacilityMap

remove map

Chemicals

Gasoline ** needs to be updated

Motor Oil ** needs to be updated

edit chemical

remove chemical

edit chemical

remove chemical

copy chemicals to a facility

Facility Cost: \$50.00

Total Cost For Report: \$50.00

view this report

delete this report

** Updates to your chemical information are required before you can submit this report.

After you have clicked on "edit or submit this report", the following screen should appear. From here you will select the appropriate "box" for whatever action that will be required. If you need to edit the report name, click on that box.

NOTE: This box "ONLY" edits the report title, nothing in the facility report or in the company.

You will now see that each chemical **"needs to be updated"**. Starting with Reporting Year 2017, EPA has done away with the old "5" physical & health hazards. That has been replaced with "13" Physical Hazards & "11" Health Hazards. This is because it aligns with the "GHS" Global Harmonization System. Check all that apply. This information can be found on you Safety Data Sheet (SDS).

On the next page, you will find the new Physical & Health Hazards that **must** be update for each chemical on your Tier II.



Physical Hazards (Check All That Apply)

- ☒ Flammable (gases, aerosols, liquids, or solids)
- ☐ Gas under pressure
- ☐ Explosive
- ☐ Self Heating
- ☐ Pyrophoric (liquid or solid)
- ☐ Pyrophoric Gas
- ☐ Oxidizer (liquid, solid or gas)
- ☐ Organic Peroxide
- ☒ Reactivity
- ☐ In contact with water emits flammable gas
- ☐ Combustible dust
- ☐ Hazard not otherwise classified (HNOC)
- ☐ Corrosive to metal

Health Hazards (Check All That Apply)

- ☐ Carcinogenicity
- ☐ Acute toxicity (any route of exposure)
- ☐ Reproductive toxicity
- ☐ Skin corrosion or irritation
- ☐ Respiratory or skin sensitization
- ☐ Serious eye damage or eye irritation
- ☐ Specific target organ toxicity (single or repeated exposure)
- ☐ Aspiration hazard
- ☐ Germ cell mutagenicity
- ☐ Simple asphyxiate
- ☐ Hazard not otherwise classified (HNOC)

Here are the new Physical & Health Hazards. As mentioned on the previous page, you MUST update each chemical listed on your Tier II. And as mentioned on the previous page, the physical & health hazards can be found on your Safety Data Sheet (SDS).

ND Tier II Filing: Non-Submitted Reports

[<< Tier II Home](#)[FAQ](#)

Your Reports That Have Not Been Submitted

* Please verify ALL company and facility information is current before you submit any reports.

Report Title: *Mitchell's Chemical Supply RY2015 - 2014*

ID: 25143

Date: 12/9/2015

[edit report information](#)

[add/remove facilities on report](#)

To edit company or facility information please click on the "Tier II Home" button above.

Facility: *Mitchell's Chemical Supply - Bismarck*

[remove facility](#)[change facility](#)[add chemical](#)[add facility map](#)

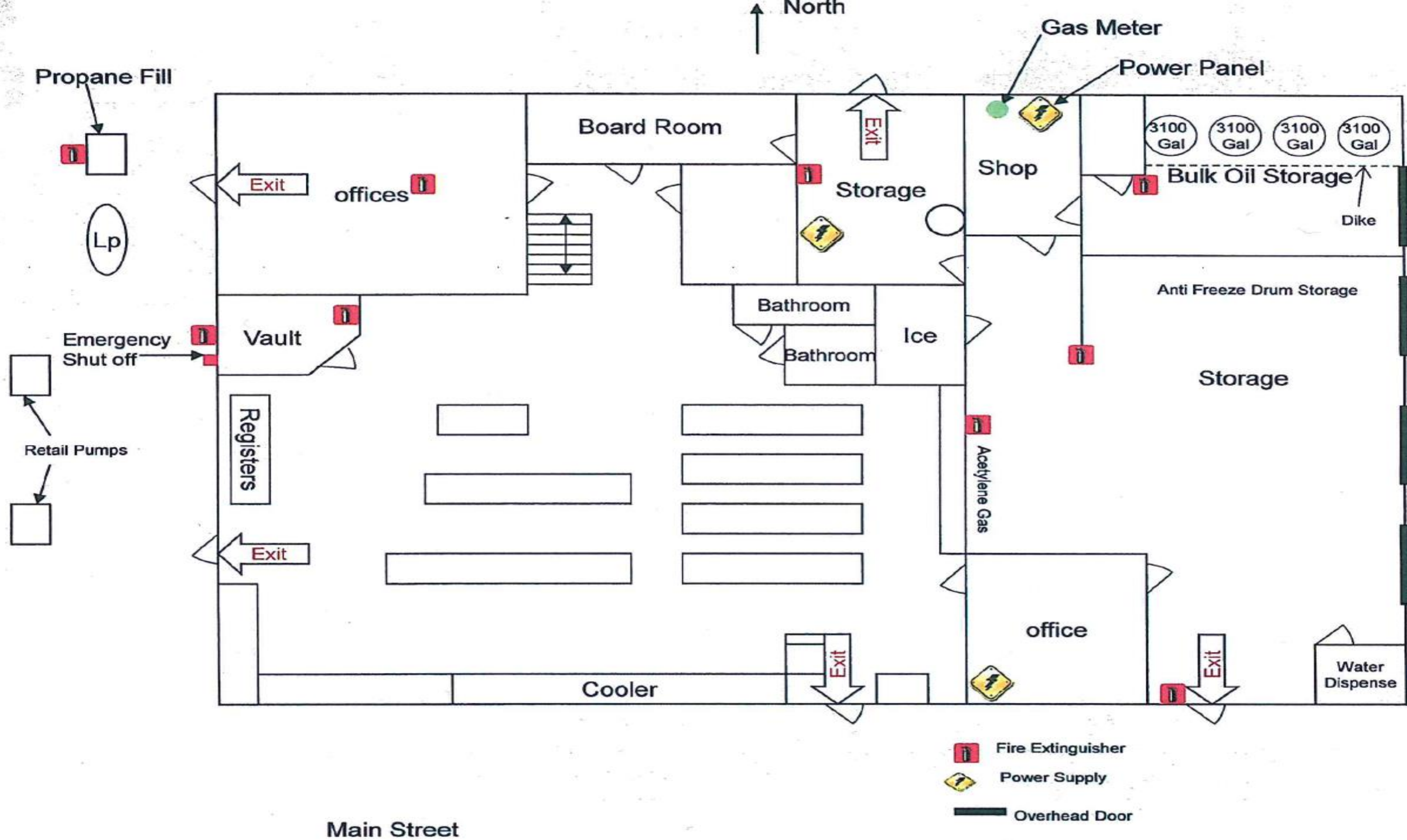
Map(s)

[FacilityMap](#)[remove map](#)

After you have “updated” your chemicals for your facility/site, make sure your map is still “attached”. If not, add the map or make any changes to your map and add it to your Tier II. We have provided (5) examples of facility map(s). These are the only ones that will be accepted for inclusion in the Tier II.

The (5) examples are listed on the next several slides.







Chemical Storage Shed



Diesel
Storage

Warehouse

Shop

Pesticide
Warehouse

Anhydrous Ammonia

Liquid Fertilizer

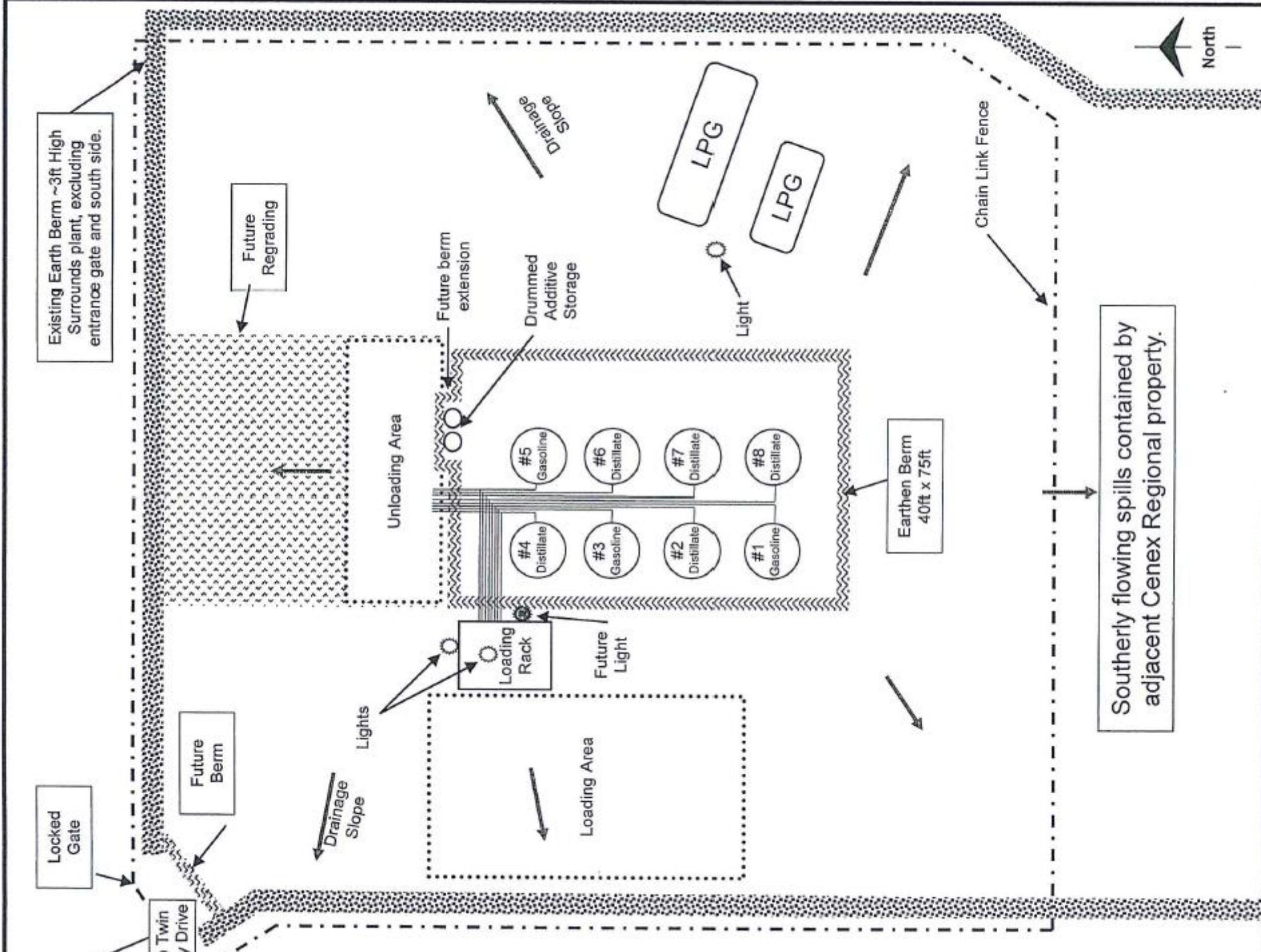
Gone

Grain Elevator

Fuel Storage
Tanks

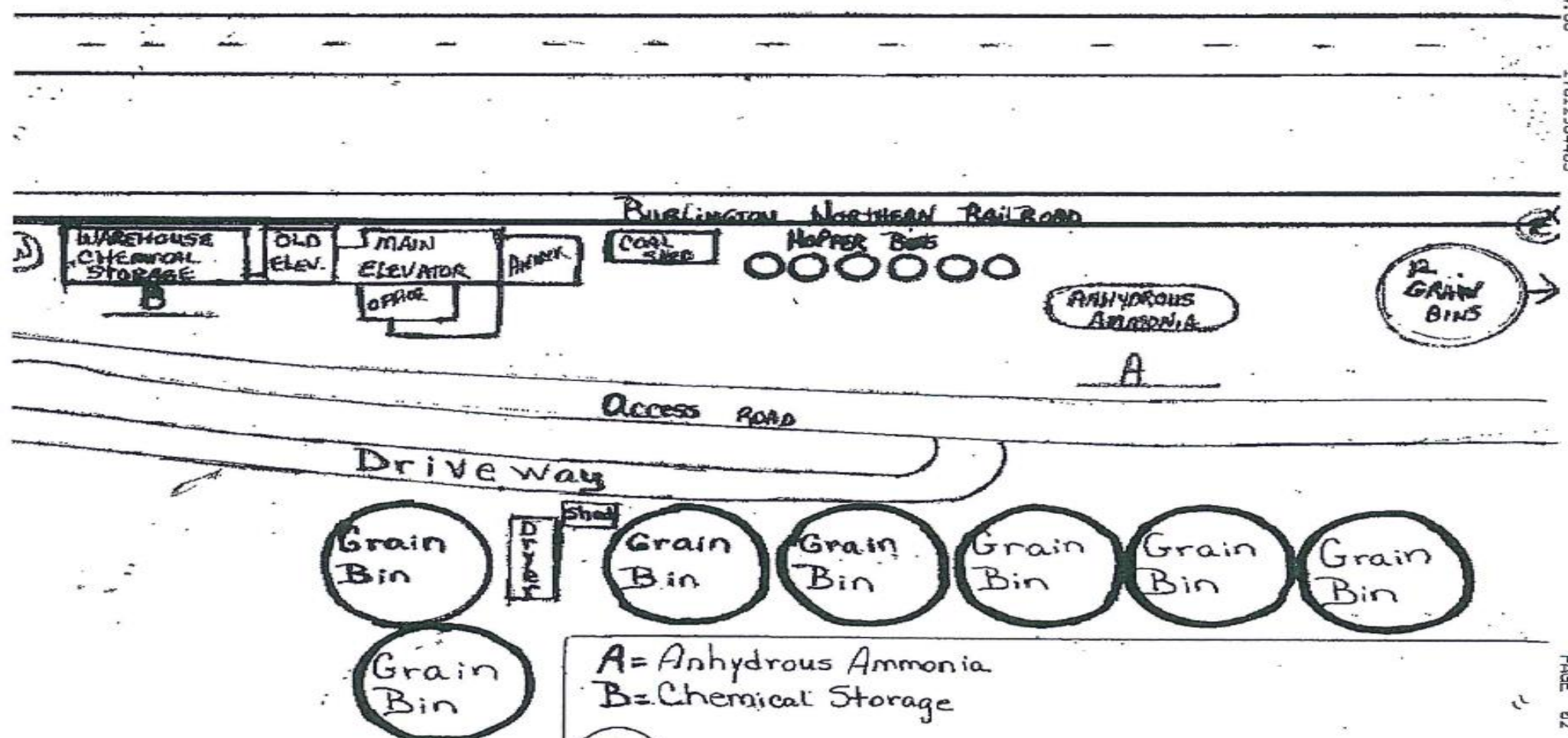
Dry Bulk Fertilizer

Office



N

03/03/2014 04:06 17012964403



PAGE 02

After you have “edited” or “removed” or “changed” any chemicals, then you can click on “submit this report”.

Chemicals	
Hydrochloric Acid	edit chemical remove chemical
Methanol	edit chemical remove chemical
ETHEYLENE GLYCOL	edit chemical remove chemical
copy chemicals to a facility	

Facility Cost: \$75.00

Total Cost For Report: \$75.00

[submit this report](#) [view this report](#) [delete this report](#)

ND Tier II Filing: Submit Report

[<< return](#)

After your report is processed and you receive an invoice you will be able to pay by credit card.

Report Information (items marked with an * are required)	
Report:	2017 Test Company - 2016 - 2016 - 2016
Report ID:	32355 view entire report
* Reporting Period:	From January 1 to December 31, 20 <input type="text"/>
* Company Name:	<input type="text"/>
* Contact Name:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip:	<input type="text"/>
* Submitted By:	Ray DeBoer
* Submitted By Email:	rdeboer@nd.gov
Facilities:	2017 Test Company: \$50.00
Total Cost:	\$50.00
<input type="button" value="submit"/>	

After clicking on “submit this report”, the following screen should appear. Proceed to the 3rd row which says, “Reporting Period: From January 1 to December 31, 20 __” and type in the appropriate reporting year number in the box.

NEW THIS YEAR: You MUST enter the name of the company, the name of the contact person for the facility, mailing address, city, state and zip code.

After you have filled in all of that information, then click on “submit” at the bottom of the page.

After clicking on “submit”, the following screen should appear. This tells you that your report has been submitted and where to submit your payment. **NOTE:** Please wait for the invoice to be sent to you before sending in your payment.

ND Tier II Filing: Submit Report

[<< return](#)

Your report has been submitted.

Please submit payment to:

ND Department of Emergency Services
Haz-Chem Preparedness & Response Program
PO Box 5511
Bismarck, ND 58506-5511

After you have submitted your report, you will receive an email indicating that your Tier II report has been filed and that it **is being** processed.

We at NDDES will also receive an email indicating that a Tier II report has been received. It does not indicate who the report is from, but just lets us know that a report has been received.

We ask that you be patient in getting your invoice as we are receiving hundreds of reports daily and it takes time to review them. We currently have approximately 10,000 Tier II report in our system.

After NDDES receives your payment, then we apply that funding to the Tier II facility. When that has been done, you should receive another email indicating that your Tier II report **has been** processed.

Frequently Asked Questions

The following “url” is where you will find some Haz-Mat Frequently Asked Questions: (FAQs) http://www.nd.gov/des/uploads/resources/816/hazmat_faqs.pdf

Points of Contact

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Revised October 2017

